



# City of Tempe

## RECORDS SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	208	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$27.547596
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$37.003846
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Records Supervisor
<i>Safety Sensitive / Drug Screen:</i>	No / Yes**	<i>EEO4 Group:</i>	Paraprofessionals
<i>Physical:</i>	No		

**\*\*Drug screen required when assigned to the Police Department.**

### REPORTING RELATIONSHIPS

Receives general supervision from the Records Administrator or from other supervisory or management staff.

Exercises direct supervision over lower level staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of police records experience in a police department or law enforcement agency.
<i>Education:</i>	High school diploma, GED, or equivalency supplemented by courses or training in general office practices or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of a valid driver's license.</li><li>● Possession of a Terminal Operator Certification awarded by Arizona Criminal Justice Information System Division.</li></ul>
<i>Additional:</i>	Must pass a police polygraph and background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of more complex duties in support of the assigned task; supervision of professional staff; responsible for the Police Records Section functions of receiving, filing, retrieving, and distributing manual and electronic police records on a 24/7 basis. This position assists with implementation of policies and procedures

regarding day-to-day operations; oversight of professional staff training, and procedures for police records specialists.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervise, motivate, evaluate and train staff in police records activities and lobby functions; assign shift schedules for assigned staff; complete and assess daily productivity reports. This could include a twenty-four hour, seven days per week shift operation.
- Participate in the selection of staff; provide or coordinate professional staff training; assist in the development and maintenance of training manuals.
- Work with employees to develop and correct deficiencies; recommend and implement discipline procedures.
- Monitor and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist public, departmental personnel and representatives from other agencies in obtaining police related information; resolve problems and complaints.
- Review and process reports, arrests, documents and requests received from various department bureaus and sections; monitor all requests for public records; oversee the process for public records requests to ensure efficiency and completeness.
- Oversee the data transcription queue and master name and vehicle index.
- Operate computers; file and retrieve folder files; operate microfilm equipment; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Accept and process subpoenas for Police Department personnel.
- Accept monies from public for public records requests, bonds or police related fees; audit and balance cash drawer daily and maintain the cash drawer monies.
- Review and disseminate teletypes and prepare ACJIS validation records; assist with coordinating and maintaining the Terminal Operator Certification (TOC) Program
- Complete mandated reporting guidelines such as Uniform Crime Reporting (UCR).
- Assist with administration of electronic access and video surveillance systems to all PD locations.
- Assist Records Administrator with the coordination and oversight of Police records.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;

- Operate computers, calculators and other office machines;
- May be required to work overtime.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised November 1992*

*Title change January 2002*

*Revised March 2006 (change job title and duties)*

*Revised March 2008 (supvr report)*

*Revised July 2019 (Update job title, reporting relationships, MQ's and the job duties)*